



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date 12/15/72	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received DEC 18 1972	Application No. 478 Date Completed DEC 28 1972
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Planning & Programming Data & Inventory Bureau-Mapping & Drafting Branch No. 2 Capitol Square Atlanta, Georgia		4. Person to Contact Steve Kasmerski	
		5. Working Title Chief Cartographic	6. Tel. No. Unit 656-5361

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1950 - To Date	9. Exact Series Title State Traffic Flow Map File
--	--

10. What is the function of the office in which this record series is created?

The function of the office in which this record series is created is to draft and revise all transportation maps for the Department. This includes not only highway maps, but maps for other modes of transportation as well. Reference copies of the maps are maintained for intradepartmental use and for sale to the general public. Maps are reviewed and approved by the Federal Bureau of Public Roads.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the drafting and updating of a map showing the annual 24-hour traffic volume average on the state highway system.

Included is a mylar original.

The file is arranged by the type of map.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers							
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
Map file		1		6			
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years
			*referenced heavily for a period of 3 or 4 months	*25-30	5	-	-

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

See attached sheet for answers to questionnaire.

- | | YES- | NO |
|---|---|---|
| 13. Is this the Record Copy of the series? | <input checked="" type="checkbox"/> [x] | <input type="checkbox"/> [] |
| 14. Is there a duplication of this series in another office or agency? | <input checked="" type="checkbox"/> [x] | <input type="checkbox"/> [] |
| 15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 16. Does the series contain classified information requiring security handling? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 17. Does the series initiate, amend or terminate agency policies and procedures? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 18. Could the function be performed if the files were lost or destroyed? | <input checked="" type="checkbox"/> [x] | <input type="checkbox"/> [] |
| 19. Is the series (or major portion of it) regularly microfilmed? If yes, why? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 20. Does the record series provide data as input to an EDP file? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 21. Does the record series contain documentation produced as EDP printout? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 22. Has the Federal Government issued instructions governing the retention/disposition of these files? | <input type="checkbox"/> [] | <input checked="" type="checkbox"/> [x] |
| 23. Will there be a need for these records 10, 15 years from now? If yes, what? | <input checked="" type="checkbox"/> [x] | <input type="checkbox"/> [] |

 24. REQUIREMENTS. The following requires the files to be kept Permanently years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Administratively the originals are a source of historical data. The originals show changes in the traffic flow and changes in cartographic techniques over a period of time.

 25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☒ OTHER Continuous, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

Hold in current files area until obsolete, superseded or no longer needed for reference.
 Place in inactive file. Cut off at end of calendar year. Transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):
 The original is a continuous record. It is updated periodically. The original is replaced only if there is a major change to the map such as a change of scale or if the original wears out.

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Dr. Bradford</i>	12/11/72		
26. Recommendations in paragraph 25 are:			
<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved State Auditor/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved		<i>William M. Dixon</i> <i>Canale Hart</i> <i>Robert Shell</i>	12/15/72 12-27-72 12-21-72 12-27-72

STATE RECORDS COMMITTEE

Explanation of yes answers to questions 14-23.

14. The original is not duplicated but reference copies of the map are widely distributed.
18. The State Traffic Flow Map is printed by a commercial printer. Negatives are made from the original. The negatives are the property of and are retained by the printer. If the original was destroyed the series could be reconstructed from the negative.
23. The original is a continuous record that is periodically updated.